

U.S. Department of Labor

Office of Job Corps
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Reply to the Attention of: II FSC/OJC

May 31, 2006

REGION 2 PRH SUPPLEMENT #

6.6R2a

TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II JOB CORPS CONTRACTORS

SUBJECT: USE OF FEDERAL CREDIT CARDS FOR TRAVEL

1. **PURPOSE:** To update the PRH supplement numbering and re-issue Regional guidelines to assure students arrive at their scheduled destination using the safest, most economical mode of travel.
2. **BACKGROUND:** In February 2004, Centers were issued Citibank Visa Cards for Student Travel Expenditures. It is now possible to analyze the cost of travel by center, and for various types of travel activity. Over the past two years, costs associated with student travel continue to escalate, and these costs deplete the funding available for other important student services. Therefore, each center will be required to review and annotate their monthly Citibank Visa card transactions, so that travel can be better monitored and controlled.
3. **ACTIONS:**
 - a. Centers will utilize the attached spreadsheet to record all Citibank student travel related purchases. Each ticket or charge will be entered at the time the ticket is ordered. During this process, each line entry will be annotated with the codes listed below, which reflect the reason for the student travel.
 - b. The Regional Office will send via FAX or FEDEX, a copy of the Citibank invoice to each center, as soon as they are received each month. Within 10 working days of receipt, each center will review their invoice and spreadsheet for corrections, deletions, and/or omissions. The spreadsheet should be saved and returned to the Regional office.

- c. **Administrative Leave without Pay** category may be used for to allow students to return home at times other than during official breaks. At center director's discretion, the cost for this travel may be arranged and purchased by center and charged to the student when there is reasonable expectation that costs can be recovered during the student's enrollment. **THESE CHARGES MUST BE MADE USING CENTER FUNDS AND NOT PLACED ON THE CITIBANK CARD**, since the recovered costs will be added back to the center funds.

Reasons for Travel

CODE	DESCRIPTION
A-XX	Arrival & State abbreviation
S	Normal Separation
D	Disciplinary Separation
M	Medical Separation, Medical Leave, or MSWR
P	P-DOF or WBL activity
O	Other - Explain
Code+R	Any codes +R will be used for "return from."
P+Code	WBRK = WINTER BREAK, SBRK=SUMMER BREAK

The Regional Office will track monthly travel costs by center and type and report variations to the center for further discussion or follow up as needed.

- d. Centers must continue to adhere to the 12-hour guideline regarding the use of air travel. Centers should schedule students to travel on ground transportation unless such travel would necessitate the student being on a bus for over 12 hours. Centers must also investigate the most economical departure and arrival points for students. Refer to PRH supplement 6.6R2b for meal allowances.
4. **INQUIRIES:** Questions regarding this PRH supplement should be directed to your Government Authorized Representative.
5. **RECISSIONS:** This policy replaces PRH supplement 6.6R2B of June 18, 2004

Lynn Intrepidi
Regional Director

Attachment: Citibank Student Travel Log.xls